HOW-TO: Connecting SmartBoard and NOTEBOOK

Please get and return notebook and accessories at the reception. Foreign notebooks can also be used (via HDMI or mini-DisplayPort)
Note: If you want to show films, only use the SmartBoards in S1, S2 or S3, please.

Please connect and disconnect all wires carefully to avoid damaging them.
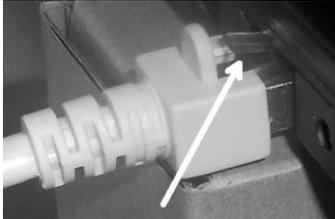
Pulling the ethernet plug:
Please always push the plug's pin down. Otherwise the port will be damaged.

Before returning the notebook, always shut down Windows please. Do not put it on standby.

CONNECTING
- Turn on Smartboard (Press the Standby button on the front control panel to turn on the display.), if it does not respond, check the main switch at the back.

Standby

Mute*

Input

Volume controls
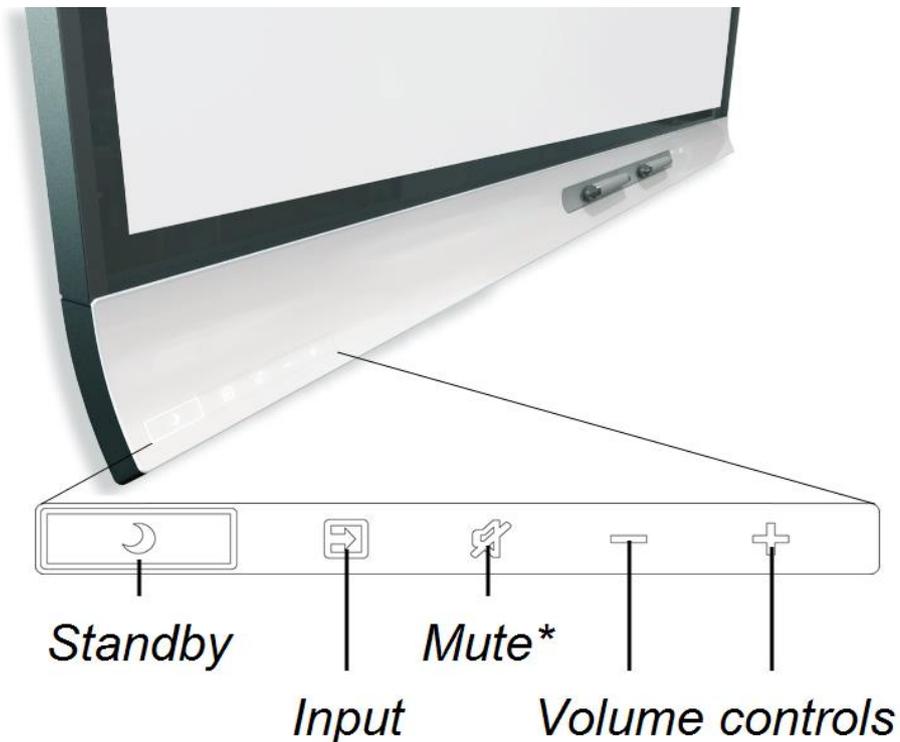
*Hold to freeze or unfreeze the screen

Main switch
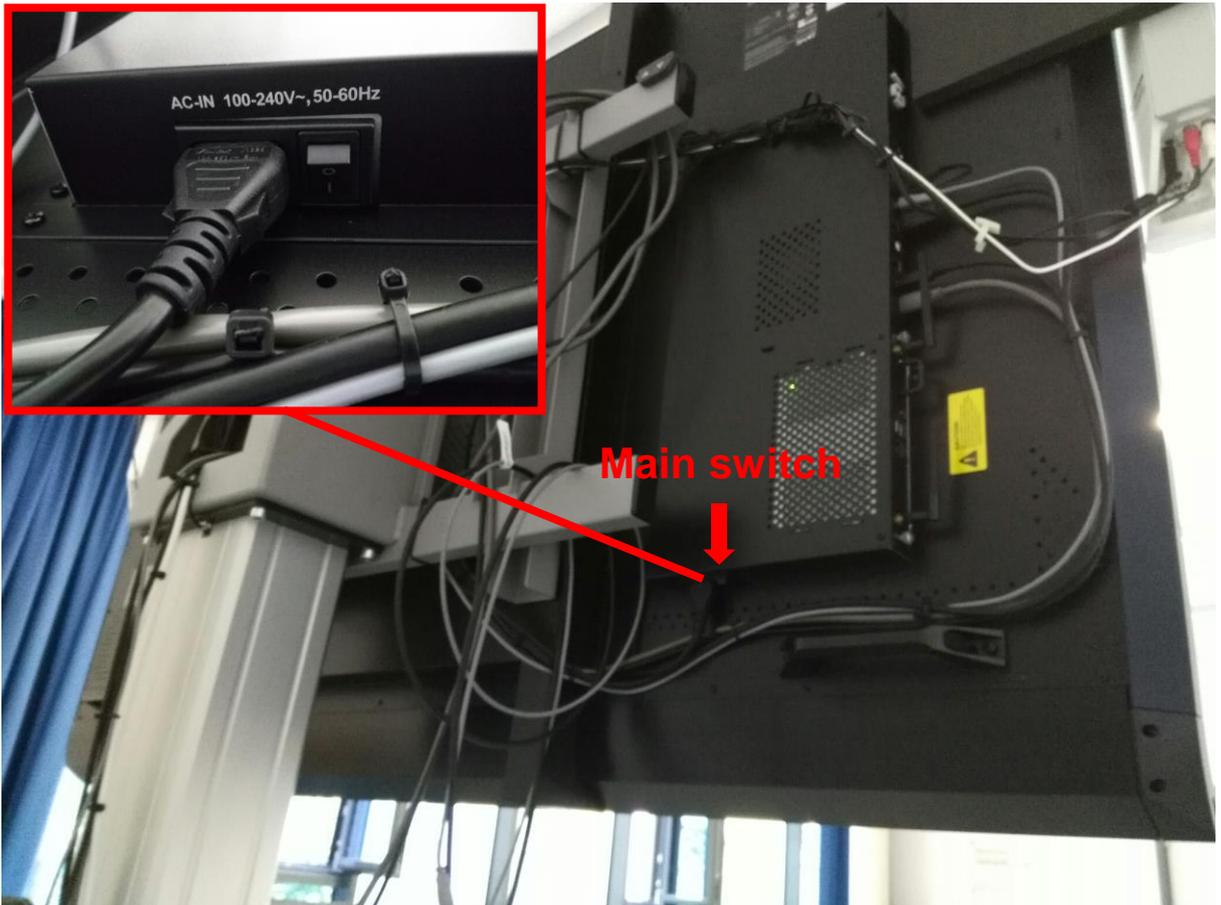
- **Connect ethernet cable, power supply and mouse.**

power (left side of the notebook)   **mini-DisplayPort**

ethernet (right side of the notebook)

Power supply

Ethernet ports
(indifferent)
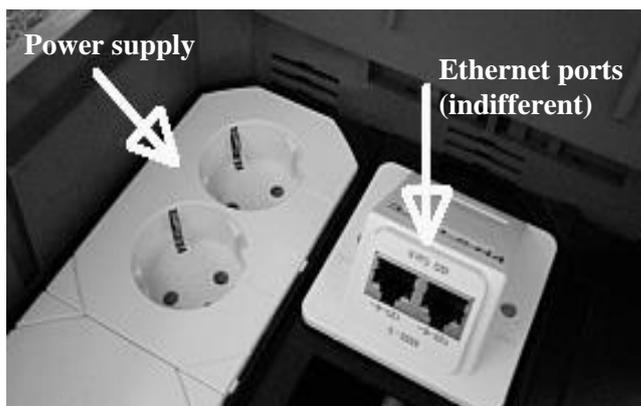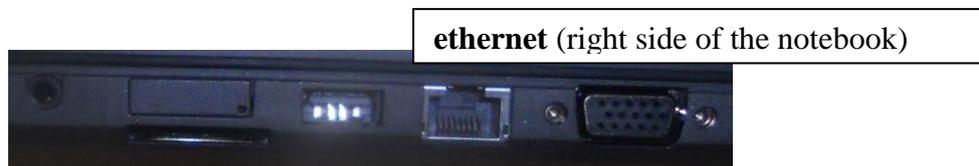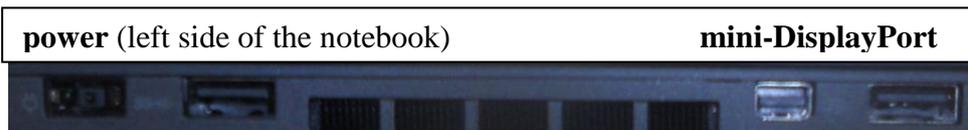
Please be careful when using the sockets in the floor.

- **Boot notebook** and press STRG+ALT+ ENTF (CTRL-ALT-DEL)
- Enter **URZ-username and password und Kennwor**; it may take a moment until the notebook has connected to the URZ network (see LED at the ethernet port)
- **Please always use Normal ScreenResolution.**
  To do so, click the left icon on the Windows desktop: „**Normal ScreenResolution"**
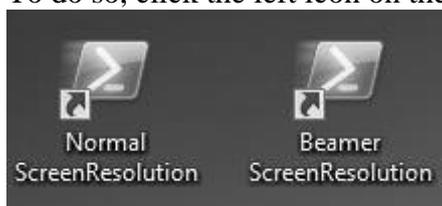
- Connect the notebook's Mini-DisplayPort with the SmartBoard (see image below for the SmartBoard and picture above for the notebook side) and choose the input source. Quote from the manual: After you've connected computers and other input sources to the display, switch to them by pressing the Input Select button on the front control panel until HDMI1, HDMI2 or DisplayPort is selected.
  Also see the note how to switch monitors on Windows at the end of this document.
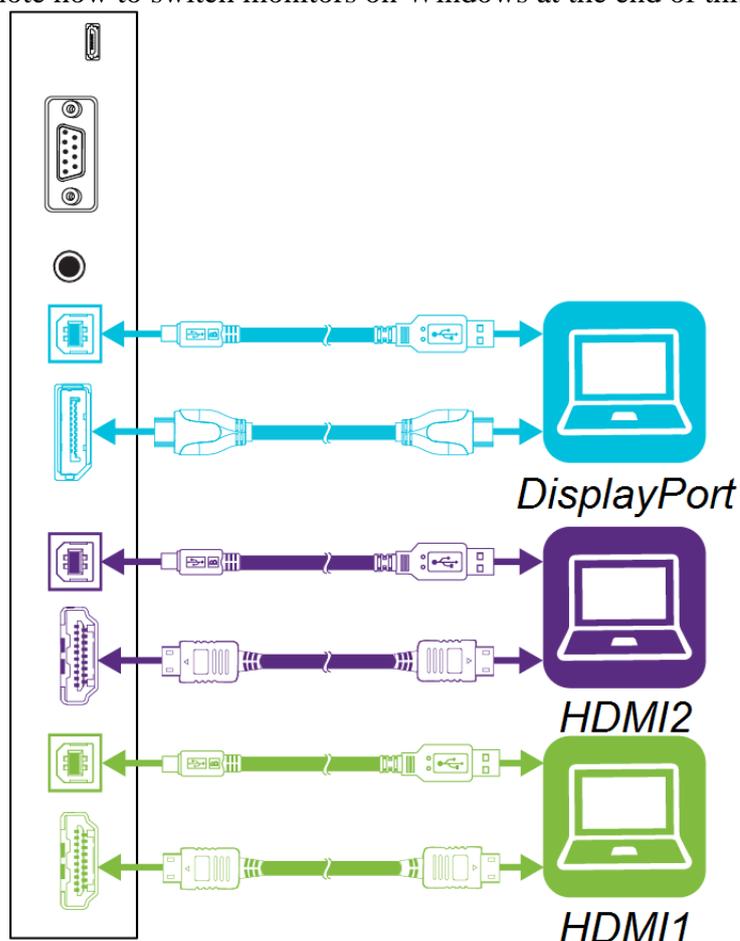
- If needed, connect flash drive and use the notebook as usual.

Note: The ethernet cable must stay connected during use because of authentication and internet connection.

<u>TURN OFF:</u>
- **Close all applications**; Safely remove flash drive;
- Put SmartBoard on StandBy
- **Shut down windows**
  Note: Wait for the notebook to shut down entirely before removing wires. Otherwise profile information might get lost.

Switching monitors with Windows:
With Windows 7 or later, simply use the keyboard shortcut [Windows-key] + [P] (P as in projector) to use a second monitor or projector.
That will triggert he following dialog:
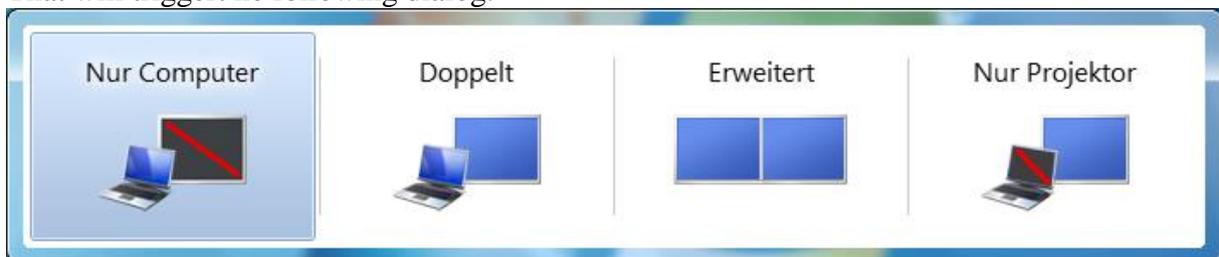
Select the desired configuration by clicking one option or by choosing it with the arrow keys, confirming with Enter. This workflow applies to each setup not only with a connected projector but with any second monitor connected.

The default is „computer only". Choose „Doppelt" to have the same output on both, computer monitor and projector. This is the recommended setting. If you want to use the projector as if it were right next tot he notebook's monitor, choose „Erweitert". This is only useful in exceptional cases, e.g. for comparing data on different monitors or for hiding information form the audience. Choose „Nur Projektor", if you want the output to appear on the projector only.